

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 29 January 2008 at 7.30 p.m.

**Present:** Cllr M Miller – Chairman  
Cllrs P Avis, R Bethell, J Chapman, P Chapman,  
Ms M Goldsmith, S Marshall, Mrs V Marshall, R Olliver,  
D Powell and Miss S Rogers.

**In Attendance:** A Jones – Town Clerk  
Mrs C Fenton – Deputy Town Clerk  
Cllr M George

**F 1993 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Mrs D Brooke-Harte and Mrs V Snowball be accepted (for reasons as specified in the Attendance Register).***

***RESOLVED: noted.***

**F 1994 Declarations of Interest**

There were no Declarations of Interest, specific to the meeting.

***RESOLVED: noted.***

**F 1995 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 1996 Approval of Minutes  
Finance & General Purposes Committee 27 November 2007**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

***RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved***

**F 1997 Borough Standards Committee**

Cllr Olliver reported that he had attended a recent meeting of the Borough Standards Committee, where discussion had taken place about the

**F 1997)** Consultation on Orders and Regulations Relating to the Conduct of local Authority Members in England.

**RESOLVED: noted.**

**F 1998** **Consultation on Orders and Regulations Relating to the Conduct of Local Authority Members in England**

Cllr Olliver explained that local changes were planned for the Borough Standards Committee, to give increased powers to local committees when handling complaints. He added that it was likely that membership of the local committee would increase to twelve, with 25% of the members required to be independent.

**RESOLVED: noted**

**F 1999** **National Association of Local Councils (NALC)**

It was noted that Cllrs S Marshall and R Bethell would be attending the NALC Annual Conference later this week.

**RESOLVED: noted.**

**F 2000** **Surrey County Association of Parish & Town Councils (SCAPTC)**

Cllr Olliver reminded members of the need to ensure that Horley Town Council was fully compliant with the requirements of the Freedom of Information Act.

**RESOLVED: noted.**

**F 2001** **Horley Highlights – Issue No 14**

It was noted that the latest edition of the newsletter was ready for publication.

**RESOLVED: noted.**

**F 2002** **Town Meeting, 25 April 2007**

Members were reminded that the Town Meeting was to be held in the Albert Rooms on Friday 25 April and that Peter Ainsworth MP would be the speaker. Cllr S Marshall suggested that either the Lord Lieutenant or the High Sheriff of Surrey might be suitable as a future speaker.

**RESOLVED: noted.**

**Charges for Use of Town Council Facilities 2008 / 2009**

**F 2003** **RESOLVED: that, in the light of planned building works, charges for the hire of the Town Council Offices and the Albert Rooms remain unchanged.**

- F 2004** **RESOLVED:** *that charges for black and white photocopying remain at 5p per copy and charges for coloured photocopying be set at 50p per copy.*

**Citizens Advice Bureau (CAB)**

- F 2005** The Clerk reported on a recent meeting between himself, the Chairman of the Council and the CAB District Manager and Chairman, following requests from the District Manager for a further grant towards their Debt Counselling Service and a possible donation towards recent relocation costs.

The Clerk went on to explain that assurances had been given by the CAB representatives that any grant for debt counselling would be used solely for residents living in the RH6 Postal Code area.

**RESOLVED:** *noted.*

- F 2006** Following discussion the following was resolved:

**RESOLVED:** *that this Council, using its powers under Section 137 of the Local Government Act 1972, make a donation of £1,000 to the Reigate & Banstead District Citizens Advice Bureaux towards recent removal costs within Horley.*

- F 2007** Following discussion the following was resolved:

**RESOLVED:** *that this Council, using its powers under Section 142 of the Local Government Act 1972, make a donation of £900 to the Reigate & Banstead District Citizens Advice Bureaux for debt counselling for residents living within the RH6 Postal Code area.*

- F 2008** **Corporate Plan**

**RESOLVED:** *that the quotation of £160 plus VAT from Mad Ideas, for the design of the Town Council's Corporate Plan, be approved.*

**CCTV Enhancements**

- F 2009** **RESOLVED:** *that the quotation from ADK Security to install Raytec White (Security) Lighting on the CCTV columns at Charlesfield Road, the Skate Park and Court Lodge Playground, for the total sum of £2,410 plus VAT, be approved. (Already installed at the Charlesfield Road column on a trial basis and labour costs waived.)*

- F 2010** **RESOLVED:** *that the quotation from Micro Maintenance Ltd to install two 500GB hard disks for the total sum of £278 plus VAT be approved.*

- F 2011** **Horley Sports (Social) Club**

The Clerk reported receipt of a letter from the Club Secretary, requesting that the Club be allowed to hold Car Boot Sales in the summer and that one football pitch be left available for summer training.

**F 2011) *RESOLVED: that these and other matters (rent increase, easements etc) be discussed at the meeting with Club representatives, arranged to take place at the Innes Pavilion on 22 February 2008.***

**F 2012 Estate of Cyril Edmonds**

The Clerk advised members that a further cheque for £79,000 had now been received from Ross & Sons, making the total sum received to date, £132,500. (Around £135,000 with interest.) He added that a small amount was still outstanding. The Clerk reminded members that the Estate of Cyril Edmonds Management Committee would be providing a progress report at the Town Meeting on 25 April 2007.

***RESOLVED: noted.***

**F 2013 Councillors' Internal Audit for November and December 2007**

***RESOLVED: that the Councillors' Internal Audit Certificate, as appended to these minutes, be approved.***

**F 2014 Financial Reports as at 30 November 2007**

***RESOLVED: that the following reports be approved:***

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Payments List totalling £31,249.42 plus VAT***
- iv) Receipts Lists totalling £ 4,681.53 plus VAT.***  
***(Copies are appended to these minutes).***

**F 2015 Financial Reports as at 31 December 2007**

***RESOLVED: that the following reports be approved:***

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Payments List totalling £18,743.32 plus VAT***
- iv) Receipts Lists totalling £ 3,499.21 plus VAT.***  
***(Copies are appended to these minutes).***

**F 2016 Surrey Air Ambulance Fund**

***RESOLVED; that a request for a donation be referred for consideration at Full Council.***

**F 2017 Letters Received**

***RESOLVED: that receipt be noted of:***

- i) Details of the Borough Council's "Love Where You Live Campaign"***
- ii) New Year Greetings from the Mayor of Vimy***

- F 2017) *iii) Announcement of the retirement of the present Town Council Solicitor.*  
*iv) Details of launch of campaign to save Balcombe Road Post Office*

**F 2018 Press Release**

***RESOLVED: that a press release be issued, giving details of the Town Meeting, the donations to CAB and the campaign to save the Balcombe Road Post Office.***

**F 2019 Relocation of Town Council Offices**

The Clerk told members that the Town Council had formally given notice to Surrey County Council to vacate the old Town Council Offices (the wooden hut) with effect from 8 April 2008. He added that four companies had been invited to tender for the refurbishment and extension work at the Albert Rooms and that the closing date for the receipt of tenders was 29 February 2008.

***RESOLVED: noted.***

**The meeting closed at 8.47 pm.**

**Date of Next Meeting – 18 March 2008**